

## **SUPERINTENDENT - TREATMENT PLANT**

**General Statement of Duties:** Directs the operation of the Water Pollution Control Plant of the Public Works Department. Does related work as required.

**Distinguishing Features of the Class:** This is a highly responsible supervisory and administrative position. The employee is responsible for planning and directing the operation and maintenance of the City's water pollution control facilities. Work is performed under general supervision with a high level of independent judgement and initiative required.

### **Areas of Accountability:**

1. Directs the activities of the Treatment Plant Division.
  - Plans, assigns, and supervises the work of plant personnel involved in the operation and maintenance of the City's water pollution control facilities.
  - Establishes maintenance practice, policies, and procedures to meet goals of the division.
  - Develops comprehensive maintenance programs to meet goal of the division.
  - Coordinates the operation of the Treatment Plant to assure compliance with City, State and Federal environmental quality regulations.
2. Directs and coordinates activities of division personnel.
  - Directs employees under his/her control in accordance with Personnel, Equal Employment -- Opportunity and Affirmative Action policies and union contracts.
  - Recommends hiring and disciplinary actions.
  - Reviews and evaluates performance of subordinate personnel.
  - Defines and delegates authority and responsibility to appropriate subordinates.
  - Maintains open communications with employees and supervisors.
3. Provides for training of division personnel.
  - Orientates new employees with regard to work rules, safety procedures, and care and use of equipment.
  - Ensures that division personnel receive the training necessary to keep them knowledgeable of current practices and procedures in treatment plant operation and maintenance.
4. Maintains appropriate records.
  - Assures division compliance with City reporting procedures (forms, etc.) maintains records of work rule infractions, employee counseling and other personnel actions.

- Maintains complete record of the maintenance activities of the department.
  - Maintains records of complaints received concerning operation of the division.
  - Maintains appropriate treatment plant operational records including reporting requirements of the Iowa Department of Water, Air, and Waste Management and the Environmental Protection Agency.
  - Confers with director and other management staff regarding the activities of the Public Works Department.
5. Provides recommendations (written reports when appropriate) in his area of authority and expertise.
- Serves as an active member of departmental and City-wide management staff teams created to deal with specific problem issues.
  - Coordinates division activities with other divisions and departments of the City.
6. Deals with public and other agencies.
- Routinely communicates with state and federal regulatory agencies.
  - Handles public complaints and inquiries on an individual basis.
  - Coordinates activities of the division with other agencies.
7. Prepares division's annual budget proposal and administers division budget.
8. Performs additional duties as may be required.

**Required Knowledge, Skills and Abilities:** Thorough knowledge of the methods, material, techniques, and maintenance involved in sewage treatment; demonstrated ability to plan, organize and supervise work of a public works division; to develop comprehensive maintenance programs; to communicate effectively both orally and in writing; and to maintain effective working relationships with other supervisors, subordinates, and the general public.

**Acceptable Experience and Training:** Prefer graduation from an accredited two-year college or technical school with major course work in mechanical or electrical technology or business, five years work experience in water pollution control, and two years supervisory experience. A combination of education and experience which provides the required knowledge, skills and abilities, may be accepted in lieu of a formal degree. Must be able to obtain within six months a Class IV plant operator's license issued by the State of Iowa and must possess a valid Iowa driver's license.